

Crawford County Memorial Hospital

## **Board of Trustees**

March 25, 2024

A meeting of the Board of Trustees of Crawford County Memorial Hospital was held on Monday, March 25, 2024, in Hospital Board Room D at Crawford County Memorial Hospital, Denison, Iowa.

Present on site during the meeting were David Reisz, Vernon Sid Leise, Jay Mendlik, Amy Schultz, Jon Schuttinga, Dr. David Wright (Chief of Staff), Heather Rasmussen (Chief Quality & Ancillary Services Officer), Theresa Sheer (CNO in at 4:37 and out at 5:00), Rachel Melby (CFO), Erin Muck (CEO), and Heather Wight (Recorder). In addition, Patrick Stevens (Cardiopulmonary Manager), Heidi Willis (INVISION left at 5:49), Angie Nees (INVISION left at 5:49), Matt Cramer (INVISION left at 5:49), Marty Witt (IMGE left at 5:49), Chad Blomquist (IMEG left at 5:49), and Brandon Griffin (Graham Construction left at 5:49) and Carmen Swertzic. Not present was Dr. Michael Luft (Chief Medical Officer).

**CALL TO ORDER:** The Board of Trustees meeting was called to order at 4:35 p.m. by Mendlik.

### **APPROVAL OF MINUTES**

A motion was made by Schuttinga, second by Schultz, to approve the February 26, 2024, minutes as presented. Motion carried unanimously.

### **COMMUNITY**

#### **Board Chair Comments**

There is a full agenda and there will be plenty of time to discuss everything as the meeting goes.

#### **Public Comments**

There were no public comments.

### **QUALITY CARE AND SERVICES**

#### **Quality Committee Report**

- Rasmussen gave a brief update of the Quality Committee activities including review of patient experience scores for January 2024, Patient Resource Binders that were implemented on March 14<sup>th</sup> and an update on the Patient and Family Advisor Committee activities.
- Recommend Board action regarding Medical Staff Accountable Care Committee recommendations for approval of Medical Staff privileges and appointment/re-appointment applications.

#### **Medical Staff Report**

Wright gave a summary of the recent Medical Staff meeting which included staffing updates and presentation regarding possible mental health services.

### **PATIENT EXPERIENCE**

#### **5-Star Journey Update**

Sheer shared that the Service Excellence Advisor training is Thursday and Friday of this week with our Implementation Specialist Andrew onsite. In collaboration with Patient Access staff and as part of the 5 Star Nursing initiative, Patient Resource Binders have been created and implemented. These binders will have all the pertinent information from a patient's stay in one place that they are then able to take home and to follow up visits. As part of 5 Star Physician initiative, Erin and Travis will start meeting individually each month with each provider to review their Press Ganey scores.

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**PEOPLE**

**Credentialing**

A motion was made by Reisz, second by Leise, to approve Medical Staff appointment of Brown and Saad and reappointments of McCarthy as presented. Motion carried unanimously.

**Mission Committee Report**

The general surgeon candidate visit that was scheduled for today was canceled and will be rescheduled. We are still in contact with the orthopedic candidate and ironing out some details. Erin Muck, David Reisz and Vernon Sid Leise attended the Governance Forum and really enjoyed all the speakers. Tonight, we have guests from INVISION, Graham Construction, and IMEG present to give an update to the board.

**GROWTH**

**Department Reports**

**Cardiopulmonary**

Stevens shared the current projects of the cardiopulmonary department including completing annual respirator fit testing by department, actively working to ensure pulmonary function test (PFT) reads are returned in 4 days with the current rate at 78% and the creation of staff education video covering BiPap assembly, mask fitting and management. This video will be loaded to our education platform Relias for staff reference. Stevens also shared the Pi Day Celebration that was held on March 14<sup>th</sup> to celebrate the emergency department's greater than 90% accuracy for 6 months of EKG data entry.

**Building Project**

INVISION brought samples of potential exterior finishes and flooring samples and gave a digital walkthrough of the completed project.

**CEO Report**

Muck, Reisz and Leise shared details from the Governance Forum with topics including AI in healthcare and board relationships.

**FINANCIAL STABILITY**

**Finance Committee Report**

1. Total Payroll & Accounts Payable of \$2,802,627.75 for payment.

A motion was made by Schuttinga, second by Leise, to approve the financial report, total payroll, and accounts payables in the amount of \$2,802,627.75. Motion carried unanimously.

**Capital Purchase – Ice Machine**

The ice machine in the cafeteria is no longer working and needs to be replaced. This machine goes through approximately 50 pounds of ice just over the lunch hour every day. The replacement has been ordered under the CEO's signing authority. As standard procedure, the board will also need to sign off on the capital purchase as the amount was just over the capital threshold of \$5,000.

A motion was made by Schultz, second by Reisz, to approve the purchase of an ice machine not to exceed the amount of \$5,259.77. Motion carried unanimously.

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**EMR Project Update**

Cerner will be onsite for 3 days this week starting tomorrow giving hands on clinical training and testing and they will be onsite next week to do financials training and testing. Everyone continues to work hard and are making good progress.

**EXECUTIVE SESSION PURSUANT TO IOWA CODE**

**Section 21.5 (1)(I) To discuss marketing and pricing strategies and proprietary information where public disclosure of such information would harm the hospital's competitive position. Open Session – Possible Action**

The Board went into Closed Session at 5:49 p.m. with a motion made by Reisz, second by Schultz. Motion carried unanimously. Members present during the closed session were Jay Mendlik, David Reisz, Vernon Sid Leise, Jon Schuttinga, Amy Schultz, Rachel Melby (CFO), Erin Muck (CEO), Heather Rasmussen (Chief Quality & Ancillary Services Officer), Theresa Sheer (CNO joined at 6:00 and left at 6:10), Don Luensmann (Executive Director of Marketing and Development), Dr. David Wright (Chief of Staff) and Heather Wight (recorder).

Luensmann reviewed the strategic planning brainstorming session data for the board.

A motion was made at 7:13 p.m. by Leise, second by Reisz, to return the Board to Open Session. Motion carried unanimously.

No action was taken.

**ADJOURNMENT**

A motion was made by Leise, second by Schultz, that the meeting be adjourned at 7:13 p.m. Motion carried unanimously.